

**NEWCOMER NEEDS ASSESSMENT CHECKLIST**  
***(questions to ask your newcomer prior to arrival)***

- ☐ Mailing Address; phone numbers (work, home and during transient)
- ☐ Email address(es)
- ☐ Accompanied by family members?
- ☐ Names of family members
- ☐ Ages/sex of children
- ☐ Type of housing preferred? Home purchase/rental home/apartment?
- ☐ How many bedrooms?
- ☐ Schools for children: High school, elementary, pre-school, private, college?
- ☐ Child care required? On base/off base, home care provider?
- ☐ Special medical/educational needs?
- ☐ Billeting requirements/reservations (temporary lodging facility)?
- ☐ Pets?
- ☐ Kennel requirements?
- ☐ Do you want to be picked up at the airport? Date? Time? Airport? Airline/Flight Number? Number in party?
- ☐ If driving – date of arrival?
- ☐ Do you need any specific information sent or emailed to you?